

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Weekly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: February 7, 2011- February 13, 2011		Total Internship hours at the start of the week:	80.75
Day	Functions		Hrs
Mon	Day's Activities	Attended TCEA Conference. Took 2 workshops related to the 1:1 initiative. Spoke with 4 schools who are in a 1:1. Standard 8	4.5
	Communication with Supervisor	none	
Tue	Day's Activities	Attended TCEA Conference. Took one workshop related to the 1:1 initiative. Spoke with Apple representative and with Mr. Morren from Floydada about the 1:1 initiative. Standard 8	4
	Communication with Supervisor		
Wed	Day's Activities	Attended TCEA Conference. Took one workshop related to the 1:1 initiative. Spoke with Promethean about using Macs with ActivBoards. Spoke with Higher Ground Gear representative about bags for Macs. Spoke again with Apple rep. Standard 8	3.75
	Communication with Supervisor		
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			12.25
Total internship hours to date including this week:			93

Date: February 14, 2011- February 20, 2011 Total Internship hours at the start of the week:			93
Day	Functions		Hrs
Mon	Day's Activities	Administrative meeting with campus principals, superintendant, business manager to discuss findings from TCEA concerning the 1:1 initiative. Standard 8	2
	Communication with Supervisor	Mr. Marshall was in attendance at the meeting.	
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities	Administrative meeting with campus principals, superintendant, business manager to discuss findings from TCEA concerning the 1:1 initiative. Standard 8	1.5
	Communication with Supervisor		
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			3.5
Total internship hours to date including this week:			95.5

Date: February 21, 2011- February 27, 2011			Total Internship hours at the start of the week:	95.5
Day	Functions		Hrs	
Mon	Day's Activities	Prepared presentation to School Board (Standard 8)	1	
	Communication with Supervisor			
Tue	Day's Activities	Met with School Board to answer questions about 1:1 initiative and the purchase of MacBook Pros for all faculty and administration. Board approved purchase and moving forward to a 1:1 initiative. (Standard 8)	2	
	Communication with Supervisor			
Wed	Day's Activities	Conference call with Apple representative John Montgomery. Prepared purchase order for 92 MacBook Pros and accessories for faculty and administration. (Standard 8)	2.75	
	Communication with Supervisor			
Thur	Day's Activities			
	Communication with Supervisor			
Fri	Day's Activities			
	Communication with Supervisor			
Sat	Day's Activities			
	Communication with Supervisor			
Sun	Day's Activities			
	Communication with Supervisor			
			Hours worked this week:	5.75
			Total internship hours to date including this week:	101.25

Date: March 20, 2011- March 26, 2011		Total Internship hours at the start of the week:	101.25
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities	Meeting with Apple rep. John Montgomery	1.5
	Communication with Supervisor	Mr. Marshall attended the meeting with Apple rep.	
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			1.5
Total internship hours to date including this week:			102.75

Date: March 21, 2011- March 27, 2011		Total Internship hours at the start of the week:	102.75
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities	Meeting with Apple rep. John Montgomery	1.5
	Communication with Supervisor	Mr. Marshall attended the meeting with Apple rep.	
Thur	Day's Activities		
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			1.5
Total internship hours to date including this week:			104.25

Date: April 18, 2011- April 24, 2011		Total Internship hours at the start of the week:	104.25
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities	Day long Apple training.	9
	Communication with Supervisor	Introduced Apple rep. to Mr. Marshall and advised him that I would be tied up for the next two days and Mr. Munoz would cover for me.	
Thur	Day's Activities	Day long Apple training	8
	Communication with Supervisor		
Fri	Day's Activities		
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			17
Total internship hours to date including this week:			123.25

Date: April 25, 2011- May 1, 2011		Total Internship hours at the start of the week:	104.25
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities	Casper Training	8
	Communication with Supervisor	Introduced JAMF rep. and told Mr. Marshall that Mr. Munoz would be covering for me the next two days.	
Fri	Day's Activities	Casper Training	8
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			16
Total internship hours to date including this week:			139.25

Date: May 2, 2011- May 8, 2011		Total Internship hours at the start of the week:	139.25
Day	Functions		Hrs
Mon	Day's Activities		
	Communication with Supervisor		
Tue	Day's Activities		
	Communication with Supervisor		
Wed	Day's Activities		
	Communication with Supervisor		
Thur	Day's Activities	Distributed Macs to faculty and conducted a 45 minute training on the use of the Macs. Conducted the training before school and after school.	2
	Communication with Supervisor	Mr. Marshall was present at the training.	
Fri	Day's Activities	Follow up training on individual basis for faculty who had questions about their Macs.	3
	Communication with Supervisor		
Sat	Day's Activities		
	Communication with Supervisor		
Sun	Day's Activities		
	Communication with Supervisor		
Hours worked this week:			5
Total internship hours to date including this week:			144.25